

## WAPPENHAM PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD VIA ZOOM AT 7:30 P.M. ON WEDNESDAY 10<sup>TH</sup> MARCH 2021

**PRESENT:** Cllrs P Featherstone (Chairman), I Atkins, A Robbins, M Stewart, S Thompson, H Wickham, M Wilkinson

**ABSENT:** None

**IN ATTENDANCE:** Mrs E Hart (Clerk)

**115.20/21 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

**None.**

**116.20/21 TO INVITE DECLARATIONS OF INTEREST:**

**None.**

**117.20/21 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27<sup>TH</sup> JANUARY 2021**

**RESOLVED:** To approve the Minutes of the Parish Council Meeting held on 27<sup>th</sup> January 2021

**118.20/21 TO NOTE REPORTS FROM:**

**A. The Clerk**

#### **MATTERS ARISING**

##### **Minute 103.20/21 – Census**

Census information has been circulated on WIZ.

**Noted.**

##### **Minute 105.20/21 C – Precept**

SNC has confirmed receipt of the precept request.

##### **Minute 106.20/21 A.2 – Application S/2020/2296/AGD at Land South Priesthay Wood Wappenham Road Syresham (Astwell New Park Farm) – for information**

SNC determined this application the day after the January meeting so comments were not able to be submitted. Cllr Featherstone has written to SNC to advise them of the comments the Parish Council intended to submit as SNC considered that the application did not require planning.

##### **Minute 107.20/21 Policies and Documentation**

All policies as listed presented for approval.

##### **Minute 108.20/21 Silver Birch**

NCC has approved the application to plant the tree as long as consent is obtained from the neighbouring property.

#### **Minute 109.20/21 Cherry Tree on Pittams Lane**

There had been no previous council resolution to respond to correspondence; clarification was provided to Paul Elcoat.

#### **Minute 110.20/21 Land Ownership**

Item outstanding.

**Noted, will be reviewed at the April meeting.**

#### **Minute 111.20/21**

Items reported on Street Doctor

### **OTHER**

#### **Area Planning Committees**

Both new unitary councils are intending to create **Local Area Planning Committees** to determine certain planning applications. So if a householder in the current district of South Northamptonshire, for example, puts in for planning permission in April, it will be considered either by an officer at WNC or by the South Northamptonshire Local Area Planning Committee. The application would be considered under the extant Local Plan for that area. The constitution for NNC was adopted, but the WNC meeting was adjourned before that item of business could be transacted, so it will be on the agenda for the continuation meeting.

#### **Model Design Code**

Following last year's *Planning for the Future* white paper, the Ministry for Housing, Communities and Local Government (MHCLG) is consulting on proposals to create a new **Office for Place** which would involve each local planning authority (i.e. WNC and NNC) drawing up its own design code in consultation with local people that developers would have to adhere to. This would involve some changes to the National Planning Policy Framework (NPPF). The details are at

<https://www.gov.uk/government/consultations/national-planning-policy-framework-and-national-model-design-code-consultation-proposals>, and the closing date for responses is **27 March 2021**.

England's Economic Heartland published its Transport Strategy: *Connecting People, Transforming Journeys*. It provides an “evidence-based, vision-led framework to enable green economic growth in a way that delivers a net zero transport system”. The strategy describes plans for physical and digital infrastructure across the “heartlands” geography, which includes Northamptonshire. It sets out plans for road and rail infrastructure as well as fixed line and mobile broadband; all in the context of the need to reduce carbon emissions. <http://www.englandseconomicheartland.com/transport/our-strategy/>.

Elections:

The Government issued further advice on 26<sup>th</sup> February:

<https://www.gov.uk/government/publications/the-governments-approach-to-elections-and-referendums-during-covid-19/the-governments-approach-to-elections-and-referendums-during-covid-19>

### **B. the Chairman**

I have written to Peter Gittins of South Northants Planning asking for his help and guidance regarding the rules of the General Permitted Development Order as it was applied in the instance of the Prior Approval for a digestate store on the land near Priesthay Wood.

I submitted the PC ‘piece’ for the Spring Village Newsletter (now distributed).

I have also spoken with Janes Harries and subsequently emailed you all about the Newsletter developments.

**Noted** that a new editor will need to be sought in order to allow for an adequate handover period.

I also highlighted, once again, Dog Waste on Village Paths in the newsletter as a number of parishioners have highlighted the issue recently.

Actions pertaining to posters and a roaming dog have also been addressed by me.

Policies and policies were reviewed by me and the Clerk (presented for approval)

### **119.20/21 FINANCE SCHEDULE:**

#### **A. To Approve the Statement**

<b>Cash and Investment Accounts</b>	
Current Account – Santander (10 <sup>th</sup> February )	2560.85
Deposit Account (NS&I) (Jan 2021)	1626.85
<b>Total</b>	<b>4187.70</b>
Santander daybook balance @ 10th March 2021	<b>2560.85</b>

**RESOLVED:** To Approve the Statement above.

#### **B. To Ratify and Approve the Payments**

Requests received	NET	VAT	TOTAL	Cheque number	Applicable Power	Resolved to approve? Y/N
E Hart Wages (4/4)	524.61	0.00	524.61	22068	LGA 1972 s111	Y
Jane Harries	50.00	0.00	50.00	22069	LGA 1972 s111	Y

**RESOLVED:** To Approve the Payments above.

#### C. To Note Receipts

Details	Date and account credited	Amount
Interest	1 <sup>st</sup> January 2021 NS&I	11.63
SNC New Homes Bonus	4 <sup>th</sup> February 2021 Santander	250.00

**Noted.**

#### D. To Note the Arrangements for internal audit

**Noted** that Lynn Lavender (NorthantsCALC) will conduct the internal audit using the same remote process as the previous year.

#### E. To review system of internal control and effectiveness of internal audit

**RESOLVED:** To Approve the system of internal control and effectiveness of internal audit (previously circulated).

#### F. Asset register review

**RESOLVED:** To approve the asset register total as £3971 (Appendix A)

**RESOLVED:** To check whether the projector screen and projector were also covered on the Village Hall's insurance.

**Action:** the Clerk

### 120.20/21 PLANNING

#### A. Applications: to note determined applications

**Noted** that S/2020/1507/FUL Holly Cottage had now been approved by SNC.

**B. To note interim arrangements for the Planning Committee regarding the changeover to the unitary authority.**

**Noted.**

**C. Consultation: to consider response to the Model Design Code consultation**

The consultation was **noted**.

**121.20/21**

**POLICIES AND DOCUMENTATION**

**A. To consider the following policies and documents**

- A.1 Upgrade employee handbook to reflect ACAS Guidance from 2015 regarding Grievance and Disciplinary Procedures**
- A.2 Working from Home Policy**
- A.3 Pension and Retirement Policy**
- A.4. List of personal data consents**
- A.5 Register of gifts and hospitality**
- A.6 Complaints procedure**

**RESOLVED:** To Approve documents A.1-A.6.

**B. Existing policies review (to include GDPR policies)**

The following policies were reviewed:

- B.1 Data Protection Policy**
- B.2 Data Breach Policy**
- B.3 Documents Retention Policy**
- B.4 Subject Access Request Procedure**
- B.5 Training Statement of Intent**

**RESOLVED:** To Approve documents B.1-B.5(Clerk to ensure that version numbers and dates of review were completed)

**D. To consider the review schedule for policies and documentation**

**RESOLVED:** To Approve the review schedule as distributed.

**122.20/21 ANNUAL RISK ASSESSMENT REVIEW**

**RESOLVED:** To Approve the Risk Assessment, noting that the document had been updated to reflect issues arising from the pandemic.

**123.20/21**

**TO REVIEW THE SIGNIFICANT RISKS TO ACHIEVING THE COUNCIL'S OBJECTIVES AND THE ADEQUACY OF THE ARRANGEMENTS TO MANAGE THOSE RISKS**

The Parish Council carefully considered the risks to achieving their objectives; measures taken to minimise significant risks were considered: published

Standing Orders, Financial Regulations, Risk Assessment, reference to NorthantsCALC, Clerk's CiLCA qualification, Cllrs' training courses and seminars attended, regular policy reviews, Internal Control Councillor, the review of the Risk Management Policy.

**RESOLVED:** that the Council declare that to its current knowledge no significant risks exist.

**124.20/21 TO CONSIDER NOMINATION FOR FREEDOM OF THE VILLAGE**

**RESOLVED:** To approve the nomination for Antony Tucker with arrangements for a presentation to be made once the pandemic restrictions were relaxed.

**125.20/21 TO CONSIDER ARRANGEMENTS FOR THE ANNUAL ASSEMBLY**

**RESOLVED:** To hold no Annual Assembly as a public meeting was not possible due to the pandemic restrictions but to use WIZ to clarify the position to the parish, and distribute updates including the police report.

**Action:** Cllr Featherstone

**126.20/21 ELECTIONS 2021: TO NOTE IMPORTANT DATES AND PROCESSES**

**Noted.**

**RESOLVED:** To attempt to attract nominations from the general public by highlighting the forthcoming election and nomination process on WIZ.

**Action:** the Clerk

**127.20/21 UPDATE ON REQUEST TO INSTALL A TREE/MEMORIAL BENCH**

**RESOLVED:** To check that the tree would be gifted to the Parish Council

**Action:** Cllr Wickham

**128.20/21 TO CONSIDER PARISHIONERS' CORRESPONDENCE**

**None.**

**128.20/21 GENERAL CORRESPONDENCE REVIEW (detailed in Appendix B)**

**Noted**

**129.20/21 TO CONSIDER ISSUES RELATED TO HIGHWAYS, FOOTPATHS AND STREET AREAS**

**Noted** that the road surface on School Lane was due to be repaired within 28 days but the defects on the pavement on Highbridge Lane were within tolerances.

**Noted** that a meeting had taken place with Helen Howard regarding the incidents causing damage at 2 Highbridge Road. It was hoped to add chevrons

to alert motorists but this was dependent on the budget available in the forthcoming Financial Year.

**Noted** that there appeared to be more pedestrians walking on the road at risk of being hit by cyclists.

**RESOLVED:** To issue a reminder to be vigilant on WIZ.

**Action:** Cllr Featherstone.

**130.20/21 TO RECEIVE ITEMS FOR THE NEXT MEETING**

None.

**131.20/21 TO SET FUTURE MEETING DATES**

**Wednesday 14<sup>th</sup> April 2021 - Parish Council Meeting**

**Wednesday 19<sup>th</sup> May 2021 Annual Meeting of the Parish Council**

**132.20/21 COUNCILLORS' COMMENTS**

Some Councillors had not yet received a postcard regarding the census.

Cllr Wickham indicated that a parishioner has kept a record of trees planted in the parish (numbering 68) and intended to present it to the Parish Council

The Meeting ended at 9:17p.m.

## Appendix A

Wappenham Parish Council - Asset Register - Year ending 31 March 2021										
Ref No.	Description	Location	Date acquired	Payment Ref.	Supplier	Asset Value (based on original purchase cost where known)	Insurance Value	Market Value	Title/Possession	Date disposed
AD001	Asus X555LA Laptop	Station House, Station Rd, Helmdon	22/01/2016	528	Ebuyer.com	£349.98	£349.98	£349.98	Clerk	-
AD002	LaptopHP 255 G7 - 15.6" - Ryzen 3 2200U - 8 GB RAM - 256 GB SSD - UK	Station House, Station Rd, Helmdon	13/03/2020	N/A-grant	SNC	£1.00	£295.00	£295.00	Clerk	
AD003	HDMI cable	Station House, Station Rd, Helmdon	13/03/2020	N/A-grant	SNC	£1.00	£2.01	£2.01	Clerk	
AD004	Projector 9H.JV77.38E BenQ MH535 Projector 3500 ANSI 1080p	Wappenham Village Hall	13/03/2020	N/A-grant	SNC	£1.00	£391.45	£391.45	Parish	
AD005	Projector screen Manual Pull Down projection screen 94" diag (16:10) Viewing Area 202cm x 127cm. 94" pulldown screen	Wappenham Village Hall	05/03/2020	N/A-grant	SNC	£1.00	£103.67	£103.67	Parish	
SF0001	VAS 300 71292 Serial no 7552	Wappenham Highway	29/06/2016	531	Thermotor Ltd	£2,160.00	£2,160.00	£2,160.00	Parish	-
SF002	Heated AED cabinet	Wappenham Baptist Chapel	21/02/2017	22011	SADS UK	£300.00	£300.00	£300.00	Parish	
SF003	Defibrillator unit	Wappenham Baptist Chapel	21/02/2017	22012	Physio-Control Ltd	£650.00	£650.00	£650.00	Parish	
SF004	Electrical installation	Wappenham Baptist Chapel	05/04/2017	22013	VTK Management	£211.75	£211.75	£211.75	Parish	
SF005	Tree Guard	Church of St Mary Churchyard	17/11/2020	22067	Cotswold Decorative Ironworks	£295.00	£295.00	£295.00	Parish	
Total Asset Value						£3,971	£4,759			

## Appendix B Correspondence Received – 27th January – 9th March 2021

### **South Northamptonshire Council**

- Virtual Parish Forum – Agenda
- Confirmation of receipt of precept request
- Confirmation of receipt of New Homes Bonus Grant claim
- Parish Update - February 2021

### **Northamptonshire County Council and Police**

- Northamptonshire Highways - Weekly Schemes Works Programme For Councillors
- Update on 20mph advisory speed sign pilot
- Internal Audit Arrangements
- Tarmac A43 Whitfield & North Midland Construction A43 Scheme Updates
- Highway services weekly E- Bulletins
- A43 night closure
- Regulations Team – licence for planting of silver birch
- Doubling the number of local bobbies on the beat

### **NCALC**

- Friday mini eUpdates
- Northants CALC Training Newsletter
- Update January/February

- South Northants Police Annual Report - March 2021 (for Annual Parish Meetings)

### **Miscellaneous**

- Freedom of the Village – Antony Tucker
- Came and Company - Maintaining health and wellbeing
- HMRC - Successful Receipt of Online Submission
- Census Publicity

DRAFT